

Hanover Public Schools

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Matthew A. Ferron
Superintendent of Schools

To: Newly Hired Hanover Public School Employees
From: Lisa Keefe, Human Resources
Subject: Fingerprinting Requirements for Public School Employees
Date: July 1, 2015

Overview

Effective July 1, 2013, all school employees are now required to submit fingerprints for a state and national criminal records check. Under the new law, all newly hired school employees are required to submit their fingerprints for state and national criminal history background checks prior to beginning active employment. Fingerprinting is a one-time process, unlike CORI's, which we will continue to process every three years.

The Vendor

The vendor selected to process school employee fingerprints in the state of Massachusetts is Morpho Trust USA. They operate IdentoGo Centers throughout the state of Massachusetts. Please refer to their website <http://www.identogo.com/FP/Massachusetts.aspx> for center locations, directions and additional information.

Registration Process

There are two ways to register. You can register on-line at the IdentoGo website <http://www.identogo.com/FP/Massachusetts.aspx> or you can call 866-349-8130 to set up an appointment. You must make an actual appointment to be fingerprinted. IdentoGo does not allow walk-in appointments.

Prior to registering, please review the materials provided under the Massachusetts: Forms and Links section on the IdentoGo website. This is where you can find a list of acceptable forms of identification (everyone must bring one valid current form of ID to their fingerprinting session), the Registration Guide for the ESE fingerprinting process and other important information.

The registration process takes about 5 minutes and most of the information requested is of a personal nature, however, there is specific school district information that is required and that information is provided below:

Agency/Sector: Pre-K-12th Grade Education (ESE)

Provider ID:	<u>Location</u>	<u>Code</u>
	Cedar Elementary	01220004
	Center Elementary	01220005
	Sylvester	01220015
	Hanover Middle	01220305
	Hanover High	01220505
	Hanover	01220000 (Districtwide/Salmond employees)

Applicant Employer Information: Hanover Public Schools
188 Broadway
Hanover, MA 02339
781-878-0786

Employer Contact name: Lisa Keefe
Human Resources

When you complete your registration, you will receive a confirmation number. You must bring your confirmation number and a verifiable and unexpired form of ID (as listed on the website) to your appointment.

Fees

Each individual is responsible for the cost of their fingerprinting. There is a fee of \$35.00 for non-licensed employees and a \$55.00 fee for DESE licensed professionals (including those with pending applications/licenses). Payment can be made on-line with a credit card at the time of your registration or you can pay with a personal check at your IdentoGo center.

Substitutes

Under the new law, substitutes are school employees so they must adhere to the new fingerprinting guidelines. Substitutes may, however, provide up to 10 district Provided ID codes on their registration. In order to do this, you will need to contact each district and ask for their code so you can process all of them at the same time. This will help control the cost and time associated with the process for those substitutes working in more than one district. Like all other employees, if a substitute teacher is licensed, the fee is \$55.00 and if they are not licensed, the fee is \$35.00.

Fingerprinting session

It only takes about 5 minutes to be fingerprinted. Please make sure you bring your confirmation number and a valid ID. When your fingerprints have been processed, you will receive a SAFIS Fingerprinting Receipt which looks like a credit card slip. You MUST send a copy of this to Betsy Low, Human Resources, Salmond School as soon as possible. This is our confirmation that your fingerprints have been processed.

We MUST receive your fingerprinting results before you can begin work.

If you have any questions, please contact Lisa Keefe at Lkeefe@hanoverschools.org or call 781-878-0786 x14.